

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Safety and Security Inspections Policy
NUMBER: RF-04-07 (Residential Facilities)
APPLICABLE TO: Residential Services and Maintenance Employees
EFFECTIVE DATE: September 20, 2007

Approved: “/s/signature on original copy”
Donald W. DeVore, Secretary

1. **POLICY.** Department of Juvenile Services (DJS) facilities and programs shall be regularly inspected by Administrative Employees to ensure a safe, secure, clean and healthy environment for youth, employees and visitors. Inspections shall include all security devices, the state of sanitation, and maintenance in and around the facility as well as its property. Contact with employees and youth shall be part of the inspection process. Any deficits discovered shall be corrected in a timely manner.
2. **AUTHORITY.**
 - a. Annotated Code of Maryland, Article 83 C §§ 2-102 and 2-104.
 - b. American Correctional Association 3-JCRF-3A-07; 3-JDF-3A-12; 3-JDF-3B-09; 3-JDF-4B-01; 3-JDF-4B-02; and 3JDF-4A-10.
3. **DEFINITIONS.**
 - a. *Administrative Employees* means the principal or lead teacher, senior mental health employee, senior nurse, senior maintenance employee and senior dietary employee.
 - b. *Entity* means an individual or group not employed by the DJS who comes to a facility or program to assess, monitor, inspect, investigate or make repairs.
 - c. *Resident Advisor Supervisor Series* means DJS employees in the classification of Resident Advisor Lead, Resident Advisor Supervisor, Group Life Manager I and Group Life Manager II.
 - d. *Security Devices* means locks, doors, fences, alarm systems, walls, windows and other components of the facility that are designed for security, supervision, safety and control.
 - e. *Security Inspection* means a critical examination of all security devices.
4. **PROCEDURES.**
 - a. **General Procedures.**
 - (1) DJS facilities and programs will adhere to applicable federal, state, and local safety and security codes.
 - (2) All employees shall be constantly observant of the condition of the facility, including security devices and safety concerns. Any deficiencies observed shall be reported to the Facility Administrator.

- (3) Each facility will develop Facility Operational Procedures (FOP) for the reporting of any maintenance, security or safety concerns.
- (4) The Facility Administrator shall ensure that designated employees conduct formal daily security and safety inspections of the living units and report the findings on the ***Daily Living Unit Inspection form (Appendix 1)***. A list of the designated employees shall be submitted to the Assistant Secretary for Residential Services.
- (5) The daily inspection will address security devices and general maintenance within and around the facility.
- (6) The Facility Administrator shall ensure that Administrative Employees actively participate in safety and security inspections.
- (7) The Facility Administrator, Assistant Facility Administrator and Administrative Employees will conduct monthly informal tours of the facility's living and activity areas to make informal contact with employees and youth, and to informally observe living and working conditions.
- (8) Safety and security conditions that could contribute to the injury of a youth, employee, or visitor will be given the highest priority for repair or corrective action by the Facility Administrator and/or by maintenance employees.
- (9) Requests for general repairs of all safety devices will be made verbally to the Facility Administrator and followed up through a written request which shall be submitted to maintenance the next business day. A copy of the written request shall be submitted to the Facility Administrator, Director of Facilities Maintenance, Fleet and Lease Properties and the Office of Assistant Secretary for Residential Services.
- (10) Requests for emergency repairs shall be immediately reported verbally to the Facility Administrator and followed up through a written request.
- (11) Employees in the Resident Advisor Supervisors Series will conduct safety and sanitation inspections of all living units on a weekly basis. The inspection will address maintenance issues within the living units including pipe chases, bathrooms, showers, and any other rooms within the living unit directly accessible to youth. The inspection will be reviewed by the Facility Administrator or Assistant Facility Administrator and documented using the ***Facility Administrators Weekly Inspection form (Appendix 2)***.
- (12) The Facility Administrator will conduct monthly safety and security inspections and document the inspection on the ***Monthly Facility Safety and Security Inspection form (Appendix 3)***. A copy of the **Monthly Facility Safety and Security Inspection form** shall be submitted to the Assistant Secretary for Residential Services.
- (13) Maintenance employees will ensure that power generators are tested at least every two weeks and other emergency equipment and systems are tested at least quarterly for effectiveness and are repaired or replaced if necessary.

b. Inspections.

(1) Internal Inspections.

- (i) The Facility Administrator or designee will make monthly safety and security inspections of the entire facility.
- (ii) Documentation of safety and security inspections shall occur in the following manner:
 - (a) Daily inspections shall be documented in the designated facility log book for the referenced area and on the **Daily Living Unit Inspection form**.
 - (b) Weekly inspections shall be documented utilizing the **Facility Administrators Weekly Inspection form**.
 - (c) Monthly inspections shall be documented utilizing the **Monthly Facility Safety and Security Inspection form**.
 - (d) The Facility Administrator or designee shall submit a copy of all completed inspection forms to the Assistant Secretary for Residential Services or designee within seven days of completion.

(2) External Inspections. When an authorized external entity, such as local fire marshal's office representatives, or other monitoring/inspection persons arrive to conduct an inspection, the following shall occur:

- (i) The entity shall be directed to the Facility Administrator to be granted access to the facility.
- (ii) The Facility Administrator shall notify the Assistant Secretary for Residential Services or designee within one hour of the entity's admittance.
- (iii) The Facility Administrator shall meet with the entity to conduct an exit interview prior to departure.
- (iv) The Facility Administrator shall forward copies of the inspection report to the Assistant Secretaries for Residential Services and Departmental Support no later than the next business day after receipt.

c. Correction Action.

All concerns related to safety and security should be reported immediately in writing to the Facility Administrator or designee and the Chief of Maintenance. Issues discovered will be prioritized and corrected in a timely manner.

d. Inspection Reports.

- (1)** Inspection reports and documentation of the repairs will be maintained for a minimum of 18 months for review purposes.
- (2)** Copies of the inspection reports and documentation of the repairs will be forwarded to the Assistant Secretaries for Residential Services and Departmental Support no later than seven business days after completion.

5. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes

6. DIRECTIVES/POLICIES AFFECTED.

a. Directives/Policies Rescinded - **01.01.22 (Inspections).**

b. Directives Referenced **None.**

FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices –3

1. Daily Living Unit Inspection form
2. Facility Administrator's Weekly Inspection form
3. Monthly Facility Safety and Security Inspection form

DAILY LIVING UNIT INSPECTION**FACILITY NAME:** _____

Date: _____ Housing Unit: _____ Room: _____

INSPECTED AREA	SATISFACTORY		CORRECTIVE ACTION/COMMENTS
	YES	NO	
Sprinkler Head			
Sprinkler Escutcheon			
Plumbing Chase			
Door			
Door Frame			
Door Hinges			
Door Lock			
Lights			
Windows			
Window Screens			
Sink			
Commode			
Mirror			
Intercom			
HVAC Vents			
Walls			
Floor			
Ceiling			
Beds			
Furniture			
Tour Watch Strip			

INSPECTED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

Residential Services Division Facility Administrator's Weekly Inspection

Facility: _____
Unit: _____

Date: _____

Inspected Area	Satisfactory		Corrective Action/Comments
	Yes	No	
Procedure Manual			
Emergency Management Plan- Call Down List			
Check Perimeter Fence (Holes under fence, debris, bushes, etc.)			
Restraints			
Fire Extinguisher			
Log Books (must initial in red)			
Seclusion Log Books (must initial in red)			
Radio/Safety Equipment			
Keys/Cut Down Tools/Guard Tour Wands			
First Aid Kits			
Maintenance Tool Inventory Report			
Kitchen Sharps Accounted			
Cans of Food Labeled and Dated			
Rotating Food Stock			
Current Menu Posted			
Freezer Temperature (0 -10 degrees)			
Cooler Temperature (35-42 degrees)			
Food Serving Temperature (140 degrees)			
Rinse Water Temperature (170 degrees)			
Check Fire Exits (locks, blockage, etc.)			
Dryer Vents (cleaned)			
Recreation Areas (safe/secure/free of contraband)			
Medical Sick Call/Encounter Log			

Facility Administrator or Designee's signature

Date

MONTHLY FACILITY SAFETY AND SECURITY INSPECTION

Facility Name: _____

Date: _____

	Working Order √	Not Working √	Comments
MASTER CONTROL			
Control Panel			
Flashlights			
First Aid Kits			
INTERIOR BUILDING			
Lighting			
Interior Doors			
Fire Exit Signs			
Windows			
Locks			
EXTERIOR BUILDING			
Lighting on Building			
Fence Inside Perimeter			
Perimeter Lighting			
Locks on Doors & Gates			
Exterior Doors			
Windows			
HOUSING UNITS			
Lighting in Units			
Locks to Cell Doors			
Fire Exit Doors			
Windows			
Fire Exit Signs			
MEDICAL/INTAKE/EDUCATION			
Exit Doors			
Windows			
Lighting			
Fire Exit Signs			
Locks			
RECREATION YARDS			
Fence			
Locks			
Gates			
Equipment			
VEHICLES			
Operable			
Doors Locked			
Tires			
Windows			
First Aid Kits			
Overall Appearance			
MAINTENANCE			
Fence			
Doors			
Lighting on Building			

Any discrepancies please forward a maintenance request or notify the proper personnel.

Maintenance request submitted? Yes ☐ No ☐ Date: _____

Facility Administrator or Designee's signature: _____



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)